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11 March 1981

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Deputy Director of Central Intelligence  
SUBJECT: Improving Language Capability at CIA

1. I have recently had the opportunity to review some of the language skill improvement initiatives which CIA is undertaking. As you know this is a subject to which Mr. Casey and I will be devoting considerable attention and interest.

2. In view of the work of the EXCOM and the Language Development Committee, I would appreciate hearing from you via periodic status reports the progress being made to ensure that language training requirements are being properly carried out; the relation of language competency to promotion; that students enrolling in full- or part-time courses are actually completing their studies and achieving levels of fluency desired; that we are working to improve recruiting of language-competent persons; and that steps be taken to find and provide quality space at Headquarters for part-time language training. Further, I would appreciate the LDC's thoughts on a longer term, broadly based national program for language improvement and CIA's role in it.

3. Please let me have your first report by 1 May 1981 after which I will schedule an EXCOM meeting to review where we stand.

  
B. R. Inman  
Admiral, USN

STAT

cc: DDO  
DD/NFA  
DDS&T  
EXCOM Staff  
D/OPPPM

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